

**BY ORDER OF THE COMMANDER  
MACDILL AFB**

**MACDILL AIR FORCE BASE  
INSTRUCTION 21-102**

**25 AUGUST 2014**

**Maintenance**

**HANGAR DOOR OPERATION AND SAFETY**



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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 21-101\_AMCSUP I, *Aerospace Equipment Maintenance Management*, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. It outlines responsibilities and procedures for safe operation of hangar doors on MacDill Air Force Base, 6th Air Mobility Wing (6 AMW). This instruction is applicable to all 6 AMW personnel, 927th Air Reserve Wing (927 ARW) personnel, contractors, and tenant units who routinely work in hangars, hangar offices, or around hangar doors. Failure to comply with the publication is punishable as a violation of Article 92, of the UCMJ. Group commanders, squadron commanders, supervisors, and trainers within each group are responsible for ensuring the content of this instruction and other related documents is strictly complied with. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional chain of command. This Instruction may be supplemented at any level, but all supplements that directly implement this publication must be routed to 6th Maintenance Group Commander (6 MXG/CC) through the Quality Assurance Office for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified in Tier 1. See AFI 33-360,

*Publications and Forms Management*, Table 1.1 for a description of the authorities associated with this Tier. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. (T-1)

### ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be reviewed in its entirety. This revision incorporates AFI 91-203, which consolidated all Air Force Occupational Safety and Health (AFOSH) 91-series standards.

**1. Purpose.** This instruction outlines responsibilities and procedures for safe operation of hangar doors on MacDill Air Force Base and satisfies the minimum maintenance publication requirement of AFI21-101 AMCSUP I paragraph 3.4.1.73.3.8

**2. Roles and Responsibilities.** Group commanders, squadron commanders, supervisors, and trainers within each group are responsible for ensuring the content of this instruction and other related documents is strictly complied with.

2.1. 6 MXG/CC will:

2.1.1. Be the Point of Contact for all hangar issues and develop policy for all hangar door operations.

2.1.2. Ensure a comprehensive group training program for hangar door operations is established and implemented.

2.2. Squadron Commanders will:

2.2.1. Ensure assigned personnel that operate hangar doors are trained and training is properly documented in accordance with AFI 91-203, paragraphs 24.14.5 and 24.14.8.3.

2.2.2. Ensure personnel are qualified on each hangar they will need to operate, as each hangar has specific requirements.

2.3. Hangar/building Custodians will:

2.3.1. Ensure all AF Forms 332, *Base Civil Engineer Work Request*, submitted for hangar door repairs are tracked and completed.

2.3.2. Ensure each hangar has a training/operating/emergency binder as each hangar door operating procedure is unique. For uniformity, the binder will be placed inside the hangar near the large hangar doors (right hand side as you face the flightline).

2.3.2.1. As a minimum, binder content will include training plan, door hazards, door operating procedures (include power off procedure, if applicable), and emergency procedures (nearest phone and 24 hour contact numbers).

2.3.2.2. Review and update binder content annually.

### **3. Procedures.**

3.1. Each hangar door has unique operating procedures. Prior to each operation, review the hangar door Training/Operating/Emergency binder.

3.2. Receive and complete general awareness training followed by hands-on, On the Job Training (OJT), for each set of doors from a qualified/appointed trainer before operating any hangar door.

3.3. Document training in accordance with AFI 91-203.

3.3.1. Non-maintenance personnel must also submit an appointment letter from their respective squadron commander to the 6 MXG/CC and MXG Facility Manager to operate hangar doors.

#### **4. Safety.**

4.1. Wing Safety (), along with 6th Civil Engineer Squadron (6 CES), 6 MXG Quality Assurance (), and individual building custodians shall accomplish an annual assessment of all hangar doors, including facilities no longer used as aircraft hangars. They will use Operational Risk Management (ORM) tools and weather checklists as required to identify the hazards associated with the hangar doors (operating controls, pinch-points, crush hazards, etc). Consider all hazards associated with aperture openings, counter weight mechanisms, moveable/non-moveable obstructions, cable/pulley mechanisms, etc. They must ensure hangar door alarm, hazard marking, warning sign, door control, and safeguard requirements outlined in AFI 91-203 are met.

SCOTT V. DeTHOMAS, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101 AMC\_SUP1, *Aerospace Equipment Maintenance Management*, 14 February 2011

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

***Prescribed Forms***

No prescribed forms.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSH**—Air Force Occupational Safety and Health

**AFRIMS**—Air Force Records Information Management System

**AMW**—Air Mobility Wing

**ARW**—Air Reserve Wing

**OJT**—On the Job Training

**OPR**—Office of Primary Responsibility

**ORM**—Operational Risk Management

**RDS**—Records Disposition Schedule

**UCMJ**—Uniform Code of Military Justice

***Term***

**Hangar Door Operation**—Controlling the movement of the Hangar Doors (closing or opening)